

San Bernardino County Sheriff's Court Services Division CIVIL PROCESS INSTRUCTIONS



East and West Valley Region 157 W. 5 th Street, 3 rd Floor San Bernardino, CA 92415 Bus No. (909) 387-5700 Fax No. (909) 387-5630	Rancho Court Services 8303 Haven Avenue, 3 rd Floor Rancho Cucamonga, CA 91730 Bus. No. (909) 945-4440 Fax No. (909) 948-4577	Desert and Mountain Region 14455 Civic Drive Victorville, CA 92392 Bus No. (760) 243-8756 Fax No. (760) 243-8936	Needles Court Services 1111 Bailey Avenue Needles, CA 92363 Bus No. (760) 326-9225 Fax No. (760) 326-9239	
	Vs.	Case	No.	
Plaintiff/Petitioner Defendant/Re		espondent Next Court Date		
		Next Court I	Date	
TYPE OF PROCESS:				
 ☐ TRO-DV (see required documents) ☐ TRO – Civil Harassment (see required documents) ☐ Order After Hearing ☐ Summons & Complaint Unlawful Detainer w/ Prejudgment 		 Writ of Execution- □Bank Levy □Till Tap □Keeper □ Writ of Possession (Eviction) □ Order of Examination □ Subpoena (Criminal) □ Civil Bench Warrant 		
Other:				
SUBSTITUTE SERVICE I		TO SECTION 415.20 (ADDITIO	ONAL COPY OF PROCESS	
		IL PROCESS, YOU ARE HERE	BY INSTRUCTED TO	
PERFORM THE FOLLOWING	} :			
SERVE / LEVY ON: (Name of I	Defendant or Business):			
ADDRESS: (Detailed directions and property description are required for rural areas)				
ANY ADDITIONAL INFO:				
PREFERRED TIME FOR SEF	RVICE:			
TYPE OF VEHICLE DEFEND	ANT DRIVES:			
PHYSICAL DESCRIPTION O	F PERSON:			
☐ Male ☐ Female	Age DOB _	Height	Weight	
Race	Hair	Scars/Marks/Tattoos		
ATTORNEY OR	PLAINTIFF'S INFORMAT	TION: (NO REFUNDS AFTE	R PROCESSING)	
Signature (or auth	orized agent)	Mailir	Mailing Address	
3 (****	,		-	
Print Name		City /State/Zip		
			- -	
Date		Daytime Phone Number		



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TEMPORARY I	RESTRAINING ORDER - DOMESTIC VIOLENCE (Bold Print Indicates Mandatory Required Forms)		
□ <i>DV-100</i>	Request for Order (Domestic Violence Prevention)		
□DV-101	Description of Abuse (Domestic Violence Prevention)		
□DV-105	Child Custody, Visitation & Support (Domestic Violence Prevention)		
□DV-108	Request for Order: No Travel with Children (Domestic Violence Prevention)		
□ <i>DV-110</i>	Temporary Restraining Order (CLETS) (Domestic Violence Prevention)		
□ <i>DV-120</i>	Answer to Temporary Restraining Order (Domestic Violence Prevention)		
□DV-125	Reissue Temporary Restraining Order (Domestic Violence Prevention)		
□DV-130	Restraining Order After Hearing (CLETS) (Domestic Violence Prevention)		
□DV-140	Child Custody and Visitation Order (Domestic Violence Prevention)		
□DV-145	Order: No Travel with Children (Domestic Violence Prevention)		
□DV-150	Supervised Visitation Order (Domestic Violence Prevention)		
□DV-160	Child Support Order (Domestic Violence Prevention)		
□DV-170	Other Orders (Domestic Violence Prevention)		
□ <i>DV-</i> 290	Request & Order for Free Service of Restraining Order (Domestic Violence or Civil Harassment)		
□DV-500	Can a Domestic Violence Restraining Order Help Me? (Domestic Violence Prevention)		
□DV-540	Information for the Restrained Person (Domestic Violence Prevention)		
□DV-550	Get Ready for Your Hearing (For Restrained Person) (Domestic Violence Prevention)		
□DV-800	Proof of Firearms Turned In or Sold (Domestic Violence Prevention)		
□DV-810	What Do I Do With My Gun or Firearm? (Domestic Violence Prevention)		
□FL-150/F	FL-155 Financial Forms		
☐Certifica ⁻	Certificate of Assignment		
CIVIL HARASS	MENT (Bold Print Indicates Mandatory Required Forms)		
☐CH-100	Request for Orders to Stop Harassment (Civil Harassment)		
□CH-101	Request and Order for Free Service of Restraining Order (Domestic Violence or Civil Harassment		
□CH-110	Answer to Request for Orders to Sop Harassment (Civil Harassment) – Blank		
☐CH-120	Notice of Hearing and Temporary Restraining Order (CLETS) (Civil Harassment)		
□CH-125	Reissue Temporary Restraining Order (Civil Harassment)		
□CH-130	Proof of Personal Service (Civil Harassment)		
□CH-131	Proof of Service by Mail (Civil Harassment)		
□CH-135	What is Proof of Service? (Civil Harassment)		
□CH-140	Restraining Order After Hearing to Stop Harassment (CLETS) (Civil Harassment)		
□CH-145	Proof of Firearms Turned In or Sold (Civil Harassment)		
□CH-150	Instructions for Lawsuits to Prohibit Civil Harassment		
□CH-151	How Can I Answer a Request for Orders to Stop Harassment? (Civil Harassment)		
☐ Certificat	te of Assignment		